



# State Work Study (SWS) Employer Update

## Important 2017-18 Time Sheet Reimbursement Information

The 2017–18 state fiscal year ends on June 30, 2018. To avoid possible denial of reimbursement, please submit all 2017–18 time sheets (for the period July 1, 2017–June 30, 2018) to the college your student employee attends by the deadline established by the college, or by July 13, 2018, whichever is earlier. If your pay period crosses over the state fiscal year, you must submit two separate time sheets for hours worked in June and July. For example, if your pay period runs June 5–July 4, you must submit one time sheet for June 5–June 30, 2018 and one for July 1–4, 2018.

## 2018-19 SWS Employer Renewal Process

Thank you in advance for completing the updated employer renewal process and continuing your participation in SWS during fiscal year 2018–19. In order to better protect your data and to fully comply with state information technology security rules, SWS instituted a more robust employer log-in process for contract renewals. The process ensures that only authorized users can make changes to your SWS employer account.

**Please contact SWS directly (see contact info below) if you require assistance completing the 2018–19 SWS employer renewal process.**

## 2018 Legislative Session

The regular 2018 Legislative Session ended on March 8, 2018. There were no changes to the 2017–19 biennial budget, and funding for the SWS program will remain at \$7.8 million per year.

## Minimum SWS Wages

[Initiative 1433](#) (I-1433), passed in November 2016, directed higher state minimum wages for all Washington employees beginning on January 1, 2017, and increasing incrementally as follows:

- \$11.50 per hour as of January 1, 2018
- \$12.00 per hour as of January 1, 2019
- \$13.50 per hour as of January 1, 2020
- Each January 1 thereafter, as adjusted by the rate of inflation.

**Please note** that employers in localities with higher minimum wages than the state minimum (Seattle, Tacoma, and SeaTac currently) must ensure compliance with the higher, local minimum wage.

Thank you for continuing to ensure that your SWS student employees' hourly pay rates comply with all applicable minimum wage requirements.

## State-Mandated Sick Leave

In addition to its state minimum wage provisions, I-1433 also requires that Washington employers provide employees with paid sick leave. **Beginning January 1, 2018**, Washington employers must provide paid sick leave as directed by I-1433 to **all employees, including all student employees**.

I-1433 requires that employees accrue at least one hour of paid sick leave for every 40 hours worked, can begin using accrued sick leave hours after 90 days of employment, and can carry forward unused sick leave hours to the following calendar year.

The Department of Labor & Industries (LNI) is responsible for the implementation and enforcement of I-1433-mandated sick leave benefits. I-1433 requirements for employers and employees can be found at <http://www.lni.wa.gov/WorkplaceRights/LeaveBenefits/VacaySick/PaidSickLeave.asp>. If you have questions or require additional information on I-1433 requirements, please contact LNI directly at (360) 902-5552.

Because the paid sick leave hours defined under I-1433 are a required component of state-mandated employee compensation, the **paid sick leave hours required by I-1433 are eligible for SWS reimbursement**.

For I-1433 sick leave hours to be eligible for reimbursement:

- Employers should document I-1433 sick leave hours on SWS timesheets as they would any other hours of SWS employment.
- Please note that average weekly SWS hour limitations still apply, including any I-1433 sick leave hours used within the calculation period.

## Questions? Contact Us

<b>Phone:</b>	360-753-7848	<b>Address:</b>	Washington Student Achievement Council
<b>Fax:</b>	1-855-480-8718		State Work Study
<b>Email:</b>	<a href="mailto:sws@wsac.wa.gov">sws@wsac.wa.gov</a>		PO Box 43430
<b>Website:</b>	<a href="http://www.wsac.wa.gov/employers">www.wsac.wa.gov/employers</a>		Olympia, WA 98504-3430